

U.S. Department of the Interior – Office of the Secretary

Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we request you answer the following questions before we can agree to confirm a speaker.

Please complete this form and send to scheduling@ios.doi.gov. If you have any questions you may contact the Scheduling office at 202-208-7551

Specific Request to the Secretary (i.e. deliver keynote remarks, attend an event, etc):	
Title of the Event (please note if the event is a weekly, quarterly, annual, etc.):	
Date of Event (please note if the date is flexible):	
Location (city and state):	
Point of Contacts (please include email and phone number):	
Briefly describe the event in detail including the purpose and desired role of the Secretary :	
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.)?	
Event Host and Sponsor:	
Who is the event host/organizer? Please describe the person or provide background information on the organization.	
Is the event host/organizer a candidate, or a party, or a lobbying organization/lobbyist, or nonprofit, or has a registered political action committee (PAC)?	
Who are the event sponsors? Please describe the person or provide background information on the organization.	
What is the relationship between the event host/organizer with the Department of the Interior? Any business pending before the Department such as permits, contracts, litigation, grants, etc.?	
What is the relationship between the event sponsor(s) with the Department of the Interior?	

Does the event sponsor have any business pending before the Department such as permits, contracts, litigation, grants, etc.?	
<u>Audience, Other Speakers, and Remarks</u>	
Approximately how many people are expected to attend?	
Describe the audience (local elected officials, community leaders, graduate students, University researchers, academia, company accountants, members of a specific industry, etc.):	
Is the event open to the public?	
Are there any VIPs invited? If yes, who has confirmed?	
Who are the other speakers invited? Have they confirmed?	
Are there any specific issues you would like the Secretary to highlight/address in his remarks?	
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, a panel, etc.)?	
What is the public registration/ticket fee to attend/participate in the event?	
<u>Communications</u>	
Is the event open or closed to press?	
If open, are you expecting local, trade, state, or national news coverage?	
If this is an annual event, which news outlets typically cover the event?	
Will you be advertising or live streaming the event on any social media outlets? If yes, please explain.	
<u>Logistics/Other</u>	
Please supply any other pertinent background information for the event (draft agendas, existing websites, confirmed and invited speaker, if this is an annual event, can you share last year agenda etc.) :	
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	

Any additional notes or information?	
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